



**United States Interagency Council on Homelessness  
Management and Program Analyst**

**GS-12**

**Job Announcement**

**March 2022**

**Position Title:** Management and Program Analyst

**Salary range, grade, and job family:** **GS-12.** Position is a Career-Service position that requires one-year probationary period.

**Location:** Fully remote position with some travel required.

**Reports to:** Director of Policy Initiatives

**External and Internal Interactions:**

Interactions	% Of Time Spent
<i>External clients</i>	25
<i>Internal clients</i>	60
<i>Direct reports</i>	0
<i>Staff (below directs)</i>	0
<i>Peers</i>	15
<i>Vendors</i>	0

Number of **direct** and **indirect reports:** 0

**Education and Qualifications:** At least one year of experience at the GS-11 grade level or commensurate experience. Lived expertise of homelessness and/or specialized experience or knowledge of youth homelessness, tribal homelessness, or experience addressing racial disparities among homeless populations a plus.

**Technology Used:** Microsoft Office suite of standard products

**Travel Required:** Some travel may be required.

**Key Roles for this Position:** The incumbent will serve as Management and Program Analyst with the US Interagency Council for Homelessness (USICH). The mission of the USICH is to coordinate the Federal response to homelessness and to create national partnerships at every level of government and with the private sector to reduce and end homelessness in the nation while maximizing the effectiveness of the Federal Government in contributing to the end of homelessness.

The incumbent will work as part of the USICH's Policy Team which is responsible for the development and implementation of the Federal Strategic Plan to Prevent and End Homelessness. The Policy Team is also responsible for reporting on progress and measuring performance and manages the convening of the Council which is comprised of our 19-member federal agencies. The Policy Team works closely with other teams within USICH to identify best practices, build relationships with national partners, and support USICH communications.

**Major Duties and Responsibilities:**

- Administers, implements, coordinates, and/or oversees a variety of complex projects, initiatives, and processes to support USICH policy, programmatic, communications and technical assistance activities.

- Manages projects and coordinates with staff in the performance of various tasks.
- Undertakes or participates in special projects, analyses, investigations, and initiatives that have high priority for high-level management. This may involve producing complex analyses and written reports, organizing, and participating in special committees, workshops, or other gatherings.
- The incumbent participates in meetings and other forums with various levels of internal staff, Council member's agency staff, and various other stakeholders in carrying out work assignments. Also, collaborates inside and outside of the Agency on a variety of work products, processes, and projects.
- Provides subject matter expertise for issues affecting assigned areas.
- Performs data analysis, manages data, databases, and other informational systems to perform and support work; reports out in various capacities on the content of these informational systems.
- Responds to requests for information from stakeholders and within the organizations that relate to the work of the Agency.
- Also, manages processes and content to support a variety of meetings, conferences, and other dialogues.
- Takes initiative to anticipate issues, resolve conflict among multiple or competing priorities, and implement effective solutions to prevent problems that might affect timelines and deliverables.
- Ensures that project work is completed according to project guidelines and manages resources to ensure successful project completion (e.g., budget, staff resources, and timeline).
- Monitors the progress of projects, programs and/or plans and adjusts as needed. Sets goals and establishes priorities.
- Performs other special projects and duties as assigned.

### **Specialized Knowledge, Skills, Experience and Nature of Work**

USICH is seeking candidates who demonstrate the following specialized knowledge, skills and experience:

- Knowledge of the Council's mission, strategies, goals and objectives.
- Knowledge of systems that serve people at risk of and experiencing homelessness. Lived expertise of homelessness and/or specialized experience or knowledge of youth homelessness, tribal homelessness, or experience addressing racial disparities among homeless populations a plus.
- Understanding of principles and implementation of practices that apply evidence-based and innovative solutions (e.g. *Housing First*) to homelessness.

- Skill in applying analytical, project and process management techniques to include content/program analysis and summarization.
- Skill in written communication to develop and recommend policy, provide guidance and instructions, and produce reports on findings and recommendations.
- Skill in written and oral communication sufficient to prepare and present findings, recommend and/or initiate specific action(s) and/or resolve problems of an especially difficult, complex or controversial nature.
- Knowledge of and skill in project management, project management principles, methods, and practices including developing schedules, estimating resource requirements, defining milestones and deliverables, monitoring activities, and evaluating and reporting accomplishments.
- Ability to research and analyze data, and to prepare documents in preparation for meetings, conferences, and for other uses.
- Strong organizational and project management skills and experience.
- Knowledge of and specific experience using Excel, Outlook, Word, PowerPoint.
- Experience conducting fact-finding interviews and presenting recommendations to management.

### Application Information

For immediate consideration, please email **all of the following** to [jobs@usich.gov](mailto:jobs@usich.gov):

1. a cover letter that includes your availability and qualifications that match our requirements,
2. your resume

Announcement is open to all candidates.

- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- This position requires a background check; must be able to successfully pass and maintain clearance.
- All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.
- Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.
- This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.
- Position includes a 1-year probationary period in which incumbent can be terminated without cause. □ Relocation expenses are not authorized.
- Full-time position with federal government benefits. The federal government offers several exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more: <http://www.usajobs.gov/EI/benefits.asp>.

- This position is exempt from the Fair Labor Standards Act.
- This position is not in a bargaining unit.